



Judicial Secretary

Details

Job ID : 400

Title : Judicial Secretary

Job Code : 435

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : NO

Job Departments

- Circuit Court
- Family Court

Purpose

RESPONSIBLE FOR PROVIDING GENERAL SECRETARIAL FUNCTIONS SUCH AS TYPING, FILING, STENOGRAPHY, OR TRANSCRIBING USING DICTATION EQUIPMENT.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Related Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- TYPE CORRESPONDENCE, COURT ORDERS, REPORTS AND OTHER MATERIAL FOR THE JUDGE
- PROOFREAD DOCUMENTS FOR ACCURACY
- TAKE DICTATION IN SHORTHAND OR USE OF DICTATION EQUIPMENT AND TRANSCRIBE
- SERVE AS RECEPTIONIST
- MAY KEEP APPOINTMENT CALENDAR FOR JUDGE
- MAY DEVELOP AND MAINTAIN RECORD-KEEPING FILING SYSTEMS FOR OFFICE EFFICIENCY
- OPERATE VARIOUS OFFICE EQUIPMENT
- MAINTAIN OFFICE-FILING SYSTEM
- OTHER DUTIES AS ASSIGNED